



**Job posting for: Environmental Education Director**

**Reports to:** Program Director

**Status:** Seasonal, Full-time, June 17 – August 11, No programs: July 2-5, Typically Saturday and Sunday off, but schedule varies

**Location:** Camp Bovey – Residential Summer Camp in Gordon, WI

**Position Summary:**

To further the mission of the camp through the development and delivery of environmental and outdoor skills activities that are safe, fun, and appropriate to the campers' age and abilities. Assist in the management of the outdoor skills equipment and supplies. Design daily programming at the direction of the Program Director. Utilize counselors and Leaders in Training (LIT) as assistants in program delivery.

**Purpose and Core Values:** The purpose of Camp Bovey is to provide fun and encouraging outdoor experiences that ignite curiosity, create connections, and grow confidence. Our core values are Caring, Sharing, Curiosity, and Connection.

**Major Job Responsibilities:**

1. Learn and deliver environmental education program using BEETLES Project curriculum for field instructors.
  - Follow and deliver BEETLES curriculum for environmental education and outdoor science that positions "thinking like a scientist" as central to being in nature.
  - Adapt questions and discussion strategies to meet the age and ability of the campers.
  - Use a variety of survey instrument tools to measure camper engagement with the activities.
2. Develop an outdoor skills program for the Outdoor Skills Specialist that is appropriate for the age and ability of the campers with progression as skills develop.
  - Write lesson plans that meet camp outcomes and the abilities of the campers and encompass skills in safety in the outdoors, orienteering, fire building, outdoor cooking, and other camp craft skills such as low impact camping.
  - Design activities that ensure production of varied projects for each camper.
  - Collaborate regularly with the Outdoor Skills Specialist to adjust programming as needed to improve the success of the program.
  - Attend and oversee all overnight camping trips with the support of the Outdoor Skills Specialist.
3. Ensure that camp staff and campers know and follow safety and educational procedures.
  - Assist in the implementation of staff training for environmental education and outdoor skills.
  - Train other staff in their responsibilities in the environmental education and outdoor skills program area.
  - Ensure campers and staff follow safety procedures.
4. Assist in the management and care of the physical facilities and equipment in the outdoor skills program area.
  - Maintain the outdoor skills equipment including the camping equipment stored in the Murphy building as well as the Team-Building supplies.

- Prepare and implement safety checks for outdoor skills and camping program areas as well as safety checks of team building areas.
  - Ensure the security of the outdoor skills equipment and team building supplies including clear inventory and planning for replacement of supplies in a timely manner.
  - Conduct daily check of area and equipment for safety, cleanliness and good repair.
5. Participate as a member of the camp management team to plan, direct, and supervise evening programs, special events, overnights, and other all-camp activities and camp functions.
- Regularly observe Outdoor Skills Specialist to provide constructive feedback.
  - Work with Program Director and Waterfront Director to align weekly program curriculum effectively, develop special event programs, and participate in leadership programs.
  - Train and work with Outdoor Skills Specialist.
  - Assist in the planning of any special events on or near the waterfront.
  - Participate in management and staff meetings.

### **Other Job Duties:**

- Participate enthusiastically in all camp activities, planning and leading those as assigned.
- Monitor weather patterns and plan or adjust programming accordingly for the safety or quality experience of the campers.
- Create and maintain additional educational tools as directed by BEETLES curriculum to ensure quality of programming.

### **Relationships:**

The Environmental Education Director is expected to maintain positive and professional relationships with all members of the staff team. Regular communication is expected with the maintenance team in terms of facility and equipment needs or repairs as well as regular coordination with the Program Director, Outdoor Skills Specialist, and other activity leaders and youth leaders (Junior Counselors and Leaders in Training). The Environmental Education Director will work closely with the health care staff and cook to ensure medical and dietary needs of campers are met and that trip plans have a clear emergency management plan. The Environmental Education Director is expected to create and maintain professional communication with the camp business administrator, other East Side Neighborhood Services staff, and caregivers of campers at drop-off and pick-up.

### **Equipment Used:**

Observation tools including hand lenses, nets, field journals, and other curriculum resources. Tenting equipment including tents of various styles, hiking packs, fire building equipment, hammer, drill, paint, shovel, cleaning supplies (may include bleach products), toilet plunger, mop, broom, vacuum.

### **Job Requirements and Qualifications:** *(Minimum qualifications and experience)*

- Documented experience in outdoor skills instruction or documented training and experience.
- Current certification in first aid and CPR or willingness to attain them.
- Current lifeguard and archery certifications or willingness to attain them before the season begins (paid for by Camp Bovey).
- Willingness and ability to learn and follow the BEETLES Project curriculum.

### **Knowledge Skills and Abilities:**

- Training and experience in teaching children.
- Desire and ability to work with children outdoors in varied conditions.
- Desire and ability to follow a pre-established environmental education curriculum.
- Desire and ability to create an outdoor skills curriculum.

### **Physical Aspects of the Position**

- Ability to communicate and work with groups participating (ages 7 and up with varying skills) and provide necessary instruction to campers and staff.
- Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
- Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.
- Endurance including prolonged standing, some bending, stooping, and stretching. Walking and some running on uneven or sandy surfaces.
- Requires eye-hand coordination and manual dexterity to manipulate program equipment and activities. Requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper and staff activities/programs.
- Willing to live in a camp setting and work irregular hours delivering program in the facility available.
- Operate with daily exposure to various weather conditions.

**Compensation:** \$2,365.00 seasonal total, \$55 daily rate

**Application deadline:** February 1, 2019

**Apply directly online:** <https://goo.gl/forms/xvi2she72za40BW33>

**Resume and cover letter should be submitted along with the application using the above link.** If you are unable to attach your either of those documents within the application, you may send them to East Side Neighborhood Services, 1700 Second Street NE, Minneapolis, MN 55413 or by email to [campboveyHR@gmail.com](mailto:campboveyHR@gmail.com) ; or visit our website at [www.esns.org](http://www.esns.org)

### **AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER**

East Side Neighborhood Services is an Affirmative Action and Equal Opportunity Employer/Service Provider. All employees must be able to work across ethnic/racial/economic lines for effective communication, respecting and valuing the differences and strengths of each person.